

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

April 23 - [City Council Meeting Agendas](#)

Looking Ahead

Tuesday, April 16: Economic Development Authority, Planning Commission meetings

Thursday, April 18: Tourism Board, Board of Architectural Review meetings

Saturday, April 20: Old Town Egg Hunt

Monday, April 22: School Board, Parks and Rec. Board meetings

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Old Town Winchester is gearing up for a long list of summer events. The City's facilities crew were power washing the planters and other areas on the Loudoun Street Mall and the safety bollards installation is nearing completion.

City Manager's Takeaways

Work on the FY2020 Budget continued with the presentation two additional real estate tax rate options - 91¢ and 92¢ for a total of six options for Council's consideration. Council previously forwarded a 93¢ real estate tax rate, and by consensus has directed that the FY2020 City Manager's Proposed Budget be based on this amount. The proposed budget will be presented to Council during the April 23 Work Session.

Public Safety

Winchester Police

- Attended Terrorist Bombing and Crisis Intervention Team trainings.
- Attended various special event meetings including Apple Blossom planning meetings.
- Completed Emergency Communications public education training at the Winchester Medical Center pre-school.
- Participated in this week's Rouss Review podcast regarding Apple Blossom Festival safety.
- Conducted massage parlor inspections and visits.
- Conducted four police applicant interviews.
- Held Volunteers in Policing banquet. Presented an appreciation banner that was signed by officers to the group.
- Violent crimes:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 15
- Property crimes:
 - Residential Burglaries - 1
 - Commercial Burglaries - 0
 - Other - 29

Police Activity	#
Calls for Service	868
Crash Reports	9
DUI/DWI	1
Alarms/False Alarms	13/13
Directed Patrols	61
Directed Patrols (OTW)	9
Extra Patrols	142
Extra Patrols (OTW)	2
Traffic Citations	50
Traffic Warnings	57
BWC reports	-
Special Events Permits Received/ Approved	0/0 35 rec'd YTD

Winchester Fire and Rescue

- Held CPR/AED training for eight Citizen Emergency Response Team (CERT) members.
- Completed Flashover Training at Loudoun County training center.
- Completed a National Volunteer Week video with the Communications Department.
- Conducted weekly shift training with the Fire Marshal's division, which included engine company inspections.
- Completed volunteer training at the training center.
- Prepared for annual employee Work Performance Evaluations.
- Continued new recruit training, including fire skills, hose line, ladders, search and rescue, forcible entry.
- Conducted fire extinguisher training for local group.
- Conducted Fire Safety Survey and Hazard Recognition training three separate days with each operational shift.
- Completed annual hotel/motel inspections city-wide.

Fire Activity	#
Fire	3
Overpressure	0
EMS/Rescue	92
Hazardous Cond.	2
Service Call	9
Mutual Aid Given	8
Good Intent	6
False Alarms	1
Special Incident	0
Plan Review	3
Inspections	16
Reinspections	10

Emergency Management

- Repaired the pet shelter emergency trailer and prepared the Mobile Command Unit for Apple Blossom.
- Continued firmware upgrades on the radio subscribers.
- Tested new laptops in the Mobile Command Unit with the new cradle point wireless router.
- Held command bus training for personnel.
- Conducted quarterly Motorola meeting.
- Prepared VHF radio cache for Fire and Rescue training event.
- Developed Community Emergency Response Team yearly training schedule for review.

Development Services

Economic Redevelopment

- Along with members of Council and City Manager, attended the Virginia Maritime Association's State of the Port breakfast to hear updates on the Virginia Port operations and partnership opportunities with local governments.
- Met with representatives from Shenandoah University to discuss City/University relationships and avenues for further collaboration.
- Conducted two business retention/expansion meetings with Winchester businesses; discussion focused on expansion possibilities and collaboration amongst local businesses.
- Continued working on the redevelopment of the Towers and Kent/Piccadilly sites with development partners.
- Continued communications with prospective businesses interested in Winchester as a potential relocation opportunity.

Winchester/Frederick County Tourism

- Distributed the new 2019 Discover Winchester Visitor Guides to sites and businesses throughout the City and County all week.
- Held Spring Tourism Ambassador Training at the Alamo – attendance was over 40 bringing, full program participant list to over 100.
- Participated in a planning call with the Southeast Tourism Society for the annual Congressional Summit on Tourism coming up in June.
- Met with City Councilor Kim Herbstritt and Jim Kacian, founder of the Haiku Foundation, to discuss his foundation and tourism or event related opportunities to promote it.
- Held the Tourism segment of the City's INSIGHT Citizen's Academy with Old Town staff.
- Attended the [MATPRA](#) quarterly meeting in Woodstock, VA.
- Continued planning / logistics for several upcoming travel writer visits and FAM trips.

Old Town Winchester (OTW)

- Held Old Town Advancement Commission (OTAC) monthly meeting. OTAC adopted motions to recommend OTW map be added to the large bollard electric box near the archways and support Civil War Trails Taylor Hotel sign.
- Participated in National Main Street Professional Development training on Advanced Principles of Economic Vitality. (Paid for by Virginia Main Street).
- Worked on notification letters and final vendor schedules for the 2019 Old Town Winchester Farmers Market.
- Held First Friday Artist's Reception at the OTW Welcome Center with over 80 people attending.
- Attended free webinar on using Snapchat for businesses.
- OTAC Economic Vitality Committee met to discuss developing a "Doing Business in Old Town Winchester" welcome wagon type packet.
- Continued compiling data for quarterly VMS reports.
- Met with several OTW business owners regarding their business needs including a building rehabilitation and scheduling a major event.
- OTAC Tourism Task Force met and reviewed scavenger hunt and proposal for Civil War sign sponsorship.
- Worked with several event organizers regarding their events in Old Town Winchester.

Planning

- Staffed the April 9th City Council meeting where a Conditional Use Permit for a residential use added to a commercial building on Berryville Avenue was approved and where Council approved a resolution naming a roadway in Jim Barnett Park for baseball and WWI hero Spottswood Poles. Also crafted a draft interpretive marker for Spottswood Poles to be installed at the entrance to Bridgeforth Stadium.
- Prepared an updated draft agenda item for the April 16th regular Planning Commission meeting to add a discussion about Corridor Enhancement District regulations pertaining to expanding the opportunity to have more than three colors on the exterior walls of buildings.
- Worked on coordinating public improvements associated with the public pocket park at the corner of E. Cecil Street and S. Kent Street. Sidewalk improvements will include some elements of previously developed park plan such as area for bike share station and park entrances.
- Continued working with the Chief Financial Officer to refine a draft online OpenGov Citizen Survey to gain early input on the update to the Comprehensive Plan.
- Prepared and electronically distributed agenda packet for the April 18th Board of Architectural Review meeting.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 95 building permit inspections and issued 89 building/trades permits (\$320,250 valuation)
 - 114 code enforcement inspections and initiated 53 new cases
 - 7 new business reviews (3 Certificates of Business, 4 Certificates of Home Business)
- Removed 67 signs from the public right-of-way (YTD-81).
- Held Board of Zoning Appeals meeting. The board reviewed two items:
 - BZA-19-155 - The Board upheld the Zoning Administrator's determination pertaining to whether nonconforming uses exist at 661, 665, and 671 North Cameron Street.
 - BZA-19-199 - The Board approved several variances for the property at 501 North Cameron Street, to allow for redevelopment of the property including potential future use as a single family dwelling, two family dwelling or neighborhood convenience establishment.
- Attended Virginia Building Code Academy training on elevator inspections.

Permit #	Type	Address	Description	Value
19 00000958	DECK	321 SUMMIT AVE	ADDING 16X16 DECK	\$3,500
17 00000468	NGAS	212 N KENT ST	NEW FURNACES & WATER HEATERS	\$1,700
19 00001054	NGAS	2059 STONELEIGH DR	REPLACE FURNACE/W. HEATER	\$12,945
18 00001695	CHNG	2021 S LOUDOUN ST	A-3 TO M	\$0
18 00000670	PLBG	1933 FRONTAGE RD	INSTALL BACKWATER VALVE	\$175
19 00001054	MECH	2059 STONELEIGH DR	REPLACEMENT AIR COND/ FURNACE	\$12,945
19 00001095	PLBG	3042 S101 VALLEY AVE	EXPANSION TANK	\$200
19 00001093	PLBG	1605 VALLEY AVE	EXPANSION TANK	\$200
19 00000975	ELEC	412 BATTLE AVE	REPLACE METER BOX	\$3,500
19 00001089	PLBG	403 MOSBY ST	EXPANSION TANK	\$200
19 00001084	PLBG	7 E HART ST	EXPANSION TANK	\$200
19 00001085	PLBG	448 IMPERIAL ST	EXPANSION TANK	\$200
19 00001081	PLBG	403 CRESCENT DR	EXPANSION TANK	\$200
19 10000040	PSD3	2 S LOUDOUN ST	OUTDOOR DINING	\$210
19 00001054	PLBG	2059 STONELEIGH DR	REPLACE WATER HEATER	\$12,945
19 00001079	PLBG	7 E BOND ST	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00001090	PLBG	376 E PICCADILLY ST	EXPANSION TANK	\$200
19 00001086	PLBG	107 E JAMES ST	EXPANSION TANK	\$200
19 00001047	ELEC	720 NATIONAL AVE	SERVICE UPGRADE	\$1,000
19 00001091	PLBG	114 N PURCELL AVE	EXPANSION TANK	\$200
19 00001078	PLBG	416 BATTAILE DR	EXPANSION TANKS	\$600
19 00001045	ELEC	349 GEORGE ST	REPLACE SE CABLE	\$1,500
19 00000974	ELEC	1840 AMHERST ST	REPLACE BOILER 19-400	\$3,500
19 00001092	PLBG	305 SHERIDAN AVE	EXPANSION TANK	\$200
19 00001094	PLBG	3042 S100 VALLEY AVE	EXPANSION TANK	\$200
19 00000522	SIGN	347 WESTSIDE STA DR	2 SIGNS	\$1,300
19 10000040	PSPS	2 S LOUDOUN ST	PORTABLE SIGN	\$10
19 00001096	PLBG	1310 VANCERIGHT CIR	EXPANSION TANK	\$200
19 00001046	ELEC	352 SHERIDAN AVE	REPLACE PANEL	\$3,500
19 10000039	PSD3	103 N LOUDOUN ST	OUTDOOR DINING	\$210
19 00001083	PLBG	348 FAIRVIEW AVE	EXPANSION TANK	\$200
19 00001088	PLBG	1208 S LOUDOUN ST	EXPANSION TANK	\$200
19 10000039	PSPS	103 N LOUDOUN ST	PORTABLE SIGN	\$10
19 00001080	PLBG	428 CORNWALLIS CT	EXPANSION TANK	\$200
19 00001087	PLBG	305 LONGVIEW AVE	EXPANSION TANKS	\$400
19 00001077	PLBG	1001 ALLEN DR	EXPANSION TANK	\$200
19 00001082	PLBG	605 DULLES CIR	EXPANSION TANK	\$200
18 00001616	FIRE	2350 S PLEASANT VALLEY RD	ALT TO ADDRESSABLE SYSTEM	\$5,000
17 00000019	FALL	420 MEADOW BRANCH AVE	AS-BUILT PLANS REVIEW	\$114,600
19 00001098	PLBG	19 W BOND ST	REPLACEMENT WATER PIPING	\$3,800
17 00000020	FALL	420 MEADOW BRANCH AVE	AS-BUILT PLANS REVIEW	\$114,600
18 00001617	NGAS	414 W MONMOUTH ST	REPLACEMENT RANGE	\$300
19 00001020	PLBG	640 WATSON AVE	REPLACEMENT W. HEATER	\$300
19 00001154	PLBG	226 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00001135	PLBG	2948 SECOND ST	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00001120	PLBG	427 JEFFERSON ST	EXPANSION TANK	\$200
19 00001148	PLBG	208 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00001143	PLBG	3050 S110 VALLEY AVE	EXPANSION TANK	\$200
19 00001147	PLBG	206 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00001139	PLBG	1203 VALLEY AVE	EXPANSION TANK	\$200
19 00001119	PLBG	15 E HART ST	EXPANSION TANK	\$200
19 00001127	PLBG	303 NATIONAL AVE	EXPANSION TANK	\$200
19 00001124	PLBG	344 MILLER ST	EXPANSION TANK	\$200
19 00001138	PLBG	322 STONEHENGE RD	EXPANSION TANK	\$200
19 00001125	PLBG	103 MILLWOOD AVE	EXPANSION TANK	\$200
19 00001151	PLBG	212 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00001116	PLBG	116 FEATHERBED LN	EXPANSION TANKS	\$400
19 00001133	PLBG	113 RUSSELCROFT RD	EXPANSION TANK	\$200
19 00001134	PLBG	2913 SECOND ST	EXPANSION TANK	\$200
19 00001131	PLBG	2915 S PLEASANT VALLEY RD	EXPANSION TANK	\$200
19 00001121	PLBG	1420 KENT CIR	EXPANSION TANK	\$200
19 00001118	PLBG	1324 HANDLEY AVE	EXPANSION TANK	\$200
19 00001155	PLBG	230 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00001112	PLBG	103 W BOND ST	EXPANSION TANK	\$200
19 00001146	PLBG	202 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00001150	PLBG	1416 VALLEY AVE	EXPANSION TANK	\$200
19 00001117	PLBG	2917 FIRST ST	EXPANSION TANK	\$200
19 00001113	PLBG	310 S CAMERON ST	EXPANSION TANK	\$200
19 00001152	PLBG	222 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00001142	PLBG	3034 S102 VALLEY AVE	EXPANSION TANK	\$200
19 00001129	PLBG	2905 PAPERMILL RD	EXPANSION TANK	\$200
19 00001018	PLBG	124 W BOSCAWEN ST	WATER PIPING/SERVICE	\$2,000
19 00001137	PLBG	2632 STONEGATE DR	EXPANSION TANK	\$200
19 00001130	PLBG	3133 PAPERMILL RD	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00001111	PLBG	518 ARMOUR DALE	EXPANSION TANK	\$200
19 00001140	PLBG	2610 VALLEY AVE	EXPANSION TANK	\$200
19 00001136	PLBG	2973 SORRELL CT	EXPANSION TANK	\$200
19 00001126	PLBG	107 MILLWOOD AVE	EXPANSION TANK	\$200
19 00001149	PLBG	210 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00001145	PLBG	1318 VANCERIGHT CIR	EXPANSION TANK	\$200
19 00001114	PLBG	2078 CIDERMILL LN	EXPANSION TANK	\$200
19 00001123	PLBG	1614 LEWIS ST	EXPANSION TANK	\$200
19 00001153	PLBG	224 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00000972	BLDG	893 FAIRMONT AVE	1-120 GAL. PROPANE TANK	\$100
19 00001115	PLBG	110 FEATHERBED LN	EXPANSION TANKS	\$1,000
19 00001144	PLBG	1314 VANCERIGHT CIR	EXPANSION TANK	\$200
19 00001141	PLBG	2825 VALLEY AVE	EXPANSION TANK	\$200
19 00001132	PLBG	1712 REAVES ST	EXPANSION TANK	\$200
19 00001122	PLBG	204 KIMBERLY WAY	EXPANSION TANK	\$200
19 00001128	PLBG	2901 PAPERMILL RD	EXPANSION TANK	\$200
19 00001022	BLDG	221 E BOSCAWEN ST	PIPE WRAP PACM REMOVAL	\$6,000
Total:91				\$320,250

Public Services

- Completed street repaving was on the following streets (FY19 Repaving Program):
 - Courtfield Avenue from W. Clifford Street to W Leicester Street
 - W. Leicester Street from Tennyson Avenue to Courtfield Avenue
 - Hollingsworth Drive from Opequon Avenue to Pleasant Valley
 - Lowry Drive from Maple Drive to University Drive
 - E. Pall Mall Street from Hollingsworth Drive to Shenandoah Avenue
 - Opequon Court from Opequon Avenue to cul-de-sac
- Next week, westbound Jubal Early Drive will be milled and repaved from the bridge over the CSX railroad tracks to S. Loudoun Street.
- Three projects were advertised for bids this week:
 - Handley Library improvements
 - Construction of the prefabricated metal fire training structure
 - N. Cameron Drainage Improvements Phase I
- The contractor is nearing completion on installing the automated safety bollards on the north end of the Pedestrian Mall at Piccadilly Street. The current schedule is for the bollards on both ends of the Mall to be operational before the Wine Festival on April 26.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	4,422
Water service lines replaced (number)	10	344
Water meters replaced (number)	3	897
Sanitary sewer mains replaced/lined (linear feet)	22	186
Sanitary sewer laterals replaced (number)	10	78
Sanitary manholes replaced (number)	1	23
Sidewalks replaced (linear feet)	545	6,306

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	1	1	Lane miles
	Potholes repaired	2	70	#
	Mowing	0	0	Acres
	Miles of streets swept	157.10	572.70	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	15	71	#
	Trees trimmed	2	69	#
	Stumps removed	5	106	#
Traffic	Street signs Installed/replaced	11	132	#
	Pavement markings repainted (City)	75	219	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	119.72	1,683.77	Tons
	Recycling collected	52.13	557.60	Tons
	Large item pickups	5	55	#
Transit	Total passengers	2,897	34,309	#
	Revenue miles pick up/drop off	3,937	50,874	Miles
	Revenue hours pick up/drop off	354.40	4,588.07	Hours
Utility billing	Payments processed	1,846	22,045	#
	New bills mailed out	0	18,614	#
	Water services turned off (non-payment)	0	128	#
Water treatment plant	Average daily water demand	5.79	6.11	Million gallons/day
	Peak daily water demand	5.91	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	7.68	10.11	Million gallons/day
	Peak daily flow treated	8.32	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	3,009	22,512	#
	Fire hydrants flushed	55	55	#
	Sewer mains cleaned	6,498	37,517	Linear feet
	After-hours call outs	7	95	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	1	18	#
	Floodplain permits issued	1	41	#
	Utility as-builts reviewed	1	4	#
	Right-of-way permits issued	10	64	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	50	727	#
	Erosion and sediment notices to comply	2	8	#
Facilities Maintenance	Work requests completed	22	297	#
	Special events assistance	0	4	#
	Maintenance of pedestrian mall	33	441	Staff hours
Equipment maintenance	Total repairs completed	96	1,185	#
Winchester Parking Authority	Work requests completed	6	108	#
	Special events - assistance provided	0	9	#
	Vandalism or property damage issues	2	7	#
	New monthly rentals	2	79	#
	Monthly rental cancellations	9	37	#
	Hourly parkers (all four garages)	3,040	37,881	#
	Park-Mobile transactions	669	8,549	#

Support Services

Innovation & Information Services

- Received training on the AT&T Business Messaging service which will allow quicker texting capability using our CAD system at the Emergency Communications Center.
- Completed public facing ArcGIS Server upgrade.
- Created new downtown map that will be included in the designs of the bollard electrical control boxes on the Loudoun Street Mall.
- Inventory barcode stickers arrived, applied barcodes to some devices and began testing setup on ServiceDesk+ and app.
- Started testing Microsoft updates released April 2019.
- Ordered new updates and fixes for IBM server.
- Continued efforts regarding the Middletown water plant network expansion. Cabling contractor providing quotes for rerouting cables and Datacenter moving wireless bridge to new tower this week.
- Obtained metrics for moving Social Services IT support from the state to local IT support.
- Continued disaster recovery policy (DR) and procedures creation. Focus is system recoveries and hardware needed to support the DR site.
- Held hot wash after internet outage. Outage found to be memory leaks in equipment that have since been addressed with firmware update.
- Created wireless study to enhance coverage in City departments beginning with City Hall.
- Researched Fortinet/FortiCloud option to host firewall and wireless access point logging.

Parks & Recreation

- Conducted interviews for various positions.
- Prepared Active Living Center for for Kiwanis Pancake Day.
- Private swim lessons are finishing up before new format starts. Letters have been sent out to each participant stating the new format change.
- Hosted Eggcessible, Easter egg hunt for children with special needs.
- Met with Weekend in the Park representatives in preparation for the event.
- Hosted Winchester Medical Center Volunteer Luncheon.
- Held the Easter Egg Hunt and Egg Splash on April 13.
- Preparing for Summer Camp registration to begin next week.
- Received Summer Activity Guides from the printer - target distribution date is April 15. Guides are currently being to all 22601 addresses and previous park customers.

Social Services

- Received 66 Benefit Program applications: 22 SNAP, 40 Medicaid, 1 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief, 0 Home Energy Assistance Program
- Provided case management to:
 - 3,420 Medicaid cases
 - 1,592 SNAP cases
 - 67 TANF cases
 - 17 Auxiliary Grant cases
 - 40 individuals receive VIEW services
 - 50 families/105 children receive Child Care Subsidy Assistance (55 families/94 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	250/141
Child Protective Service referrals	10
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	54
Entered/exited foster care	1/0
Adoption subsidy cases/adoptions finalized	52/0
Child Protective Service (CPS) case management load	66
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/1/18
CPS family assessments & investigations of alleged maltreatment	64
Family Service intakes	2
Adult Protective Service referrals	3
Adult services case management load	8
Adult guardianships/cases	2/66
Adult Protective Service investigations/intakes	32/9
Family Services Prevention case management load	6
Uniform Assessment Instrument screenings	0

Communications

- Distributed the [April 10, 2019 CitE-News issue](#).
- Handled 8 media requests for City information and staff interviews and 5 media requests for WPD.
- Handled or began processing 6 new FOIA requests.
- Finalized design of new Human Resources benefits brochure and sent it to print.
- Advertised Emergency Communications Center job openings with social media videos.
- Finished the first draft of the the 2018 Annual Report.
- Attended the Volunteers in Policing banquet to take photos/videos.
- Created a video from the footage from Junior Academy and sent it to parents with the graduation photos.
- Created a "Why I Volunteer" video for the Fire Department to celebrate National Volunteer Week.
- Recorded, edited, and released episode 7 of the Rouss Review podcast that focuses on the City's preparation for the Apple Blossom Festival.
- Held the INSIGHT Academy at the Wastewater Treatment Plant and the Old Town Visitors Center this week. One session remains before graduation on April 18.
- Worked with II&S to gather photos of the Fire Department for the new internal website.
- Researched and requested approximately 75 historical photos from the Handley Archives for a project.
- Coordinated creation of and edited Old Town Map to be included in the design of a wrap for the bollard control cabinets on the Loudoun Street Mall. Expected installation of the wrap to occur before Apple Blossom.
- Drafted OpenGov Story on 2018 community outreach events for WPD (to be linked to data from 2018 annual report).
- Promoted Parks and Recreation's Easter events.
- Met with City staff and potential vendor concerning a solution for adding live feeds of traffic cameras to the City's website.
- Attended City Council meeting where the proposed Board Member Appointment and Operations Guidelines were endorsed. Implementation coming soon.
- Began training Deputy Clerk of Council on Board Member Appointment process and management operations.

Date	City of Winchester News Releases
4/8	City's schedule, street closures, and more during the 92nd Shenandoah Apple Blossom Festival
4/10	City Manager appoints new Emergency Management Coordinator

Date	Segments on WDVM
4/5	Police investigating reports of sexual assault at Handley High School - watch
4/8	National Library Week observed - watch

Date	Articles in <i>The Winchester Star</i>
4/6	Handley sex assault claim investigated
	Winchester's 275th Anniversary: Two Marches
	Helsley enters race for city court clerk
	Case unresolved of baby left in a hot van
4/8	City issues proclamation to mark National Library Week
4/9	Commentary Open Forum: Crying out for truth
4/10	Board mulls reducing scholarship amounts
4/11	City eyes tax hike; schools may come up short
	Winchester smokers could be paying more per pack
	Petition seeks elected Winchester School Board
	Vehicle gun thefts area concern
4/12	Our Views: City cig tax
	City names new emergency management coordinator